

MEMORANDUM

FROM:

TO: Employees

SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments

- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees